

# Post On Bulletin Board

## Technician Job Vacancy Announcement

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Human Resources Office  
South Dakota National Guard  
2823 West Main Street  
Rapid City, South Dakota 57702-8170

Technician Job Vacancy Announcement Number: **124-13**

Position Title and Number:

**Assistant Human Resources Officer D1023000**

Series, Grade:

**GS-0201-12/13**

Type Appointment:

**Excepted: Officer**

Location of Position:

**HRO Tech Pers Mgt Br, Rapid City, SD**

Salary Range:

**\$68,809 to \$106,369 Per Annum**

Open: **30 July 2013**

**Close: 15 August 2013**

### Area of Consideration

1. All Tenure 1 (as defined in block 24 on the SF 50) Technicians of the South Dakota Army National Guard. Applicants must presently be a Dual Status employee or a Non Dual Status employee eligible for Dual status.

**NOTE:** This position is also being advertised to current AGR Officers on another announcement.

### Instructions to Applicants

1. Individuals who meet minimum qualifications may apply on the Internet at

<https://www.usajobs.gov/GetJob/ViewDetails/348532800>

You will apply to job announcement **SDARNG 124-13 (934390)** and submit all the documents required by USA JOBS.

**Note.** Applicants are strongly encouraged to submit a separate sheet(s) addressing the Knowledge, Skills and Abilities (KSAs) and how they relate to work experience, education or training. Attached sheets must be uploaded to the application process online. Follow all procedures and instructions listed on USA JOBS.

2. Applications must be received on the Internet at USA JOBS no later than 24:00 HRS Eastern Time on the closing date.

### Minimum Requirements for Consideration

**General:** Experience, training and/or education which provided the applicant with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

**Specialized:** 36 months experience for the GS-12 and 36 months for the GS-13 in the knowledge, skills and abilities (KSAs) as listed below. Such experience is gained in a line of work similar or closely related to the work of the position to be filled. A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position to be filled:

#### GS-12

- Knowledge in Human Resources (civil service, USC Title 32) policies and directives.
- Ability to supervise, plan, and assign work to subordinates within the Human Resources office.
- Knowledge and ability to provide advice and guidance to employees at all levels within the civil service system.
- Knowledge of the basic concepts, principles and theories of civilian personnel management.
- Knowledge in the area of budget management and fiscal law.
- Knowledge of a supervisor's responsibility for promoting Equal Employment Opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
- Skill to develop various written documents to provide information on various personnel matters.
- Skill to research and analyze various personnel matters to recommend alternative solutions and/or take appropriate course of action.

GS-13 (in addition to the GS-12)

- Skilled in the interpretation of TPR's, 5 USC, and SDNG PAM's.
- Knowledge of the following HR areas: Recruitment/Placement Compensation, Classification, Labor Relations, Employee Benefits, Employee Development, Adverse Action, and Information Systems, etc.
- Skilled in the administrative regulations and procedures to provide efficient and timely accomplishment of all human resources functions.
- Knowledge of conflict resolution techniques to address and deal with conflicts and issues that may arise in the office.
- Ability to interpret reference materials to ensure conformity, consistency, and compliance with applicable laws, rules, regulations, policies, and procedures.
- Ability to apply supervisory and leadership principles and techniques within the work group to ensure a productive, professional working environment and to provide for timely completion of work tasks and assignments.
- Ability to coach and mentor subordinate employees to improve performance, productivity, and expertise.

**Compatibility Requirements**

Selected individual must be assigned to a compatible military position in the following MOS/AOC within 90 days of effective date of hire: Officer: OBR 42B or 42H. Military grade inversion within the full-time work force is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of personnel supervised.

**Summary of Duties**

This position serves as the Assistant Human Resources Officer for a state Human Resources Office servicing Army and Air National Guard positions. The purpose of this position is to serve as the full assistant to the Human Resources Officer. Shares in and assists the chief with respect to all phases of the work of the organization in planning, directing, and administering the human resources programs for all full-time National Guard personnel to include competitive technicians, ARNG and ANG full-time support personnel in Active Guard/Reserve (AGR) status, and ARNG and ANG military technicians (MT). Supervises positions engaged in substantive human resources work, may accomplish work through the use of an automated human resources system.

**Miscellaneous**

1. A complete description of duties and responsibilities can be found in the Position Description available at the Human Resources Office at Camp Rapid or at the position assignment location.
2. If you have questions or need additional information about this announcement, contact the Personnel Staffing Specialist, (605) 737-6659/DSN 747-6659, at the Human Resources Office in Rapid City.

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